



Department:	Comm. Svcs./Vet's' Bldg
Bargaining Unit:	
Salary Range:	
Last Revision:	August 2008

FACILITY ASSISTANT – VETERANS’ MEMORIAL BUILDING

DEFINITION

Under supervision from the Facility Coordinator - Veterans’ Memorial Building, to open, set up, monitor and close the Veterans’ Memorial Building for rentals and special events, perform custodial work and general buildings and grounds maintenance.

SUPERVISION EXERCISED

May exercise supervision over seasonal or temporary workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare, open, monitor and close facility for reservations, special events and public use; secure building and guard against vandalism and abuse.

Arrange furniture and equipment for events; ensure set up is correct.

Remove litter in and around building.

Perform cleaning and custodial duties including sweeping, scrubbing, vacuuming, mopping, dusting, washing windows, walls and woodwork, emptying waste baskets and disposing of trash, cleaning restrooms and related duties.

Replace light bulbs and perform minor electrical repairs.

Perform minor plumbing repairs.

Inspect fire extinguishers.

Water, mow, weed, trim and fertilize lawns; operate mowers, edgers and blowers.

Plant, water and maintain landscaped areas consisting of bushes, trees, flowers and shrubs.

Rake leaves and clear debris from walkways, courtyard and other surfaces.

Clean and maintain custodial equipment and hand and power tools.

Operate a vehicle as assigned.

OTHER JOB RELATED DUTIES.

Perform related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles and practices of custodial and buildings and grounds maintenance operations.

Safe work practices.

Supplies and equipment used in custodial and building maintenance work.

Techniques used in public relations.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Safely use hand and power tools.

Operate floor care equipment.

Operate modern office equipment including computers and specialized recreation facility management systems.

Maintain accurate records and schedules of work performed.

Provide excellent customer service.

Operate a motor vehicle safely.

Ability to:

Set up and take down various equipment such as furniture.

As required, perform physical labor tasks including operating a variety of hand and power tools and lifting and carrying heavy objects.

Effectively perform a variety of semi-skilled building maintenance and custodial tasks.

Ability to:

Establish and maintain building security.

Adhere to the safety procedures, practices and policies of the City.

Work independently, often with limited supervision or direction.

Follow written and oral instructions.

Establish and maintain positive working relationships with those contacted in the course work.

Tactfully and courteously respond to requests and inquires from the general public.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One (1) year of experience that demonstrates the ability to perform custodial and maintenance work.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, and ability to maintain, an appropriate, valid California driver=s license.

Possession of, or ability to obtain, certification in First Aid and CPR.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to pass a Department of Justice criminal record check for employment.

Ability to work unusual hours including nights, weekends, and holidays.

Bilingual (English/Spanish) desirable.

City of Hollister
Recreation Supervisor (Continued)

City of Hollister
Facility Assistant – Veterans' Memorial Building (Continued)

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, chemicals, vibrations, mechanical hazards, electrical hazards and outdoors; ability to travel to different sites and locations.

Effective Date: August 2008